

# JOB OPPORTUNITY

California Department of Veterans Affairs  
Our Mission "To serve and protect Veterans"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS.

**CLASSIFICATION:**      **Accounting Technician (Class 1741)**  
                                 **Full – Time, Permanent**  
                                 **\$2348.00 - \$2855.00**

**LOCATION:**                **Finance-SACRAMENTO**

**FINAL FILE:**            **June 24, 2003**

**DUTIES & RESPONSIBILITIES:**

The predominant duties for this position include, but are not limited to:

- ✓ Audits incoming invoices for goods and services provided to the VHC-Barstow, VHC-Yountville and VHC-Chula Vista in accordance with Board of Control and SAM requirements to ensure charges are legitimate. Schedule invoices for payment or forward for issuance of revolving fund checks if needed. Process necessitates use of both the CALSTARS and MEDITECH systems to post the expenditure information. Analyze and maintain document file of payables and encumbrances for proper coding, payment and final clearance of accounts. Assist in the accrual process at year-end for financial statements.
- ✓ Process requests for revolving fund checks for payment of discount invoices for all Homes.
- ✓ Process STD 204 Payee Data Records and requests for vendor address changes.
- ✓ Other duties as related.

**WHO MAY APPLY:**

Applications will be accepted from individuals with permanent State Service in the class of Accounting Technician, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

**HOW TO APPLY:**

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CA – YOUNTVILLE  
HUMAN RESOURCES – TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414  
VOICE: (707) 944-4550  
TDD: (707) 944-4560

**For more information on this job contact:**  
**Cindy Lindsey, Accounting Officer Supervisor**  
**(916) 657-1236**

*Release Date: June 10, 2003*